



## **Director of Advancement**

### **Position Available**

**To Apply for this position:** Link to this website: <https://www.rochester.edu/human-resources/careers/>, click on “Search all jobs,” and search for Job # 239861

#### **Director of Advancement**

- Reports to: Director, Memorial Art Gallery; and Associate VP of Engagement, UR Advancement
- University of Rochester Position Grade Level: 56

The Director of Advancement leads a team to advance the mission of the Memorial Art Gallery by raising a significant percentage of MAG’s overall operating budget, as well as funds for special projects and the endowment.

The Director of Advancement supervises and motivates an effective team of six advancement professionals to meet or exceed the fundraising goals of MAG and Central University Advancement. The Director of Advancement develops strategies to: build a donor pipeline from membership and annual giving to major and principal gifts; increase donor engagement through events; and secure government, corporate and foundation grants.

MAG stands for: Art and Culture; Learning and Joy; Accessibility and Inspiration; Stewardship and Integrity; and Community and Sociability. Our guests always come first, and every team member strives to provide excellent customer service to all visitors and prospective visitors. Successful employment at MAG involves embracing and demonstrating these values every day, as well as supporting the Museum’s strategic objectives in diversity, equity, accessibility, and inclusion (DEAI).

### **Position Responsibilities**

#### **Operational Oversight (25%)**

- Directs MAG Advancement initiatives to reach annual fundraising targets of at least \$5M in commitments.
- In collaboration with Gallery Director, Deputy Director/COO, and Director of Finance, sets goals for department fundraising efforts. Evaluates prospect pool and Advancement resources to ensure fundraising targets are achievable.

- Oversees the Grant Manager who is independently responsible for submitting all MAG grant requests to foundations, government agencies, and corporations in keeping with annual department goals.
- Oversees Manager of Membership & Annual Giving to engage a broader and more diverse audience through membership.
- Oversees Manager of Advancement Events to inspire engagement and philanthropy through a robust slate of annual events.
- Oversees Administrative Assistant who supports the entire MAG Advancement team and processes gifts.
- Develops budgets and forecasts for Advancement operations and activities. Oversees revenue and approves expenditures.

#### **Major Gifts—Fundraising (25%)**

- Collaborates closely with the Gallery Director and Senior Director of Major Gifts to ensure commitment goals are on target and achieved.
- Manages a portfolio of approximately 50 qualified prospects, making a minimum of 50 face-to-face visits per year. Stewards and strengthens relationships with members of the Board of Managers, members of the Director’s Circle, and major gift prospects.

#### **Office reporting and data analysis (20%)**

- Conceptualizes and directs MAG Advancement processes, workflows, and tools. Ensures OASIS (UR Central Advancement donor database), Altru (MAG’s database), and other mechanisms are maximized to efficiently steward funds and cultivate relationships.
- Analyzes trends in membership and fundraising outcomes in monthly reports.
- Manages coordination and development of all advancement collateral used for internal and external purposes.

#### **Coordination with UR Central Advancement (15%)**

- Works with UR Central Advancement contacts to devise processes and policies to enhance coordination of prospecting, gift, stewardship, event, and reporting workflows.
- Collaborates with UR Central Advancement gift officers to include MAG in their solicitations.

#### **Staff liaison for MAG leadership (10%)**

- Working closely with the Chair of the Board of Managers’ Advancement Committee, strategizes committee membership makeup, sets meeting dates and agendas, develops committee projects and focus, and organizes committee reporting to the Board.
- Represents the Advancement Office to MAG Senior Staff.

#### **Other duties as assigned (5%)**

## Position Qualifications

### Educations

- Bachelor's Degree required
- Master's degree preferred

### Experience

- A minimum of four to five years of advancement experience in UR or other university setting, museum or cultural institution, or an equivalent combination of education and experience.

### Knowledge, Skills & Abilities

- Must possess excellent written, verbal, and listening skills, including the ability to create and make effective presentations to individuals and groups. Proven interpersonal strength and ability to work effectively with a diverse population of donors and prospects, board members, staff, and community leaders. Experience in volunteer management a plus. Experience in data analytics required.
- Necessary skill sets include:
  - A strong sense of organization, attention to detail, planning, and time management
  - Initiative to innovate and tactically plan then direct implementation of processes that will support Gallery Director's vision and Strategic Plan goals
  - Proficiency in Microsoft Office suite of products; ideally agile in database and CRM systems management
  - Budgeting skills
  - Self-starter; multi-tasker; problem-solver/troubleshooter
  - Must be able to work evenings and weekends as needed

Flexibility—given the changing demands of executing a comprehensive capital campaign, responsibilities within this position may change.